

## WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

### Office of Student Assessment

#### Classroom Data Tool Pilot Group Opportunity

We are inviting K-5 teachers (at least two within one school) to join the classroom data tool pilot group in March. These K-5 educators will use the app and provide feedback to our applications development team about the usability of the features and suggest additional features that would enhance the tool. The information gathered from the pilot groups will inform the application that we plan to release for the 2018-2019 school year.

K-5 teachers participating in the pilot will be asked to:

- Attend one 30-60 minute online training via web conference (will occur the first two weeks in February)
- Use the classroom data tool regularly for at least two weeks in March
- Host the DPI application development team for an on-site observation and a follow-up 1 hour interview (will occur mid-late March)

Please read the [pilot description](#) and fill out this [google form](#) if you are interested. **Your spot within the pilot program is not reserved until the form has been completed and submitted.**

Contact [lauren.zellmer@dpi.wi.gov](mailto:lauren.zellmer@dpi.wi.gov) with questions.

#### OSA Office Hours Webinar

Our second OSA Office Hours webinar for the year is scheduled for **Wednesday, January 31** from 9:30 - 10:30 a.m. Access information for the webinar is as follows:

- From your computer, go to the [GlobalMeet login page](#).
- Choose "Enter as a guest."
- Enter your name and email address (you do NOT need to "Register").
- Click "JOIN MEETING."
- Connect audio. The preferred option is to "Call My Phone." (*A supplemental calendar invite containing a one-page audio connection reference guide will be emailed prior to the webinar.*)

If you are not able to join us, the recorded webinar will be available on our website within about a week.

### Forward Exam

#### Forward Exam District Technology Coordinator (DTC) Q&A Sessions

The first DTC Q&A session was held on Wednesday January 17, 2018. Additional Q&A sessions are scheduled for:

- February 14, 2018 - Technology Q&A
- March 14, 2018 - Technology Q&A

### **2018 Forward Exam District Technology Coordinator (DTC) Training and Resources Available**

DTC training webinars were held on October 25 and November 1, and over 300 DTCs attended the trainings. The webinars were recorded and are available on the [Forward Exam Technology Requirements webpage](#) for anyone who was not able to attend the live webinar. Technology readiness resources are also now available on the [Forward Exam Technology Requirements webpage](#).

### **Forward Exam Item Samplers (practice exams)**

The Forward Exam Item Samplers are now available publicly in both PDF and online versions on the [Forward Exam Practice Test/Sample Items webpage](#). Forward Exam Item Samplers for all grades and content areas contain samples of stimuli and test items similar to those on the Forward Exam. The items illustrate a sample of the content and types of items that students will encounter on the Forward Exam. In the pdf versions, a summary data table (appendix) for each grade and content area identifies the alignment (standard measured), answer key, depth of knowledge, and annotations for each item. These summary data are also available in the online versions. The online version uses the same format and tools students will see during the actual Forward Exam.

### **TTS/Read Aloud Accommodation Change**

New this year is a change to the Text-to-Speech (TTS)/read aloud accommodation for the Forward Exam. The TTS/read aloud **accommodation** allows the student to listen to ELA test information displayed on the screen, including test directions, questions, answer choices, and **ELA reading passages**. This accommodation may only be provided to a student with visual impairments who is not proficient in contracted Braille, whose need is documented in an IEP or 504 plan and has met all five criteria on the *Guidelines for Administration of the TTS/Read Aloud Accommodation for the Forward Exam* form. Students who do not meet this criteria, but require TTS or read aloud, should use the designated support, including those with IEP or 504 plans. TTS/read aloud designated support allows the student to listen to test information displayed on the screen, including test directions, questions, and answer choices for all content areas (just not the ELA session 4 reading passages). The *Guidelines for Administration of the TTS/Read Aloud Accommodation for the Forward Exam* form and more information **is now available** in the 2017-18 Accessibility Guide, available on the [Forward Exam Accommodations and Supports webpage](#).

**Updated Important note:** DACs should *remove permissions from and make inactive* any individuals in eDIRECT who are no longer employed by the district and adjust user roles to sync with recent staffing changes.

## **Dynamic Learning Maps (DLM)**

**NEW — Security Agreement and Training —** All test administrators (anyone with a ‘teacher’ role in Educator Portal) must complete the required training prior to administering the DLM assessment and

the optional instructional assessments (Instructional Tools Interface or ITI). The test Security Agreements also must be signed.

- Returning test administrators will be required to complete a refresher module and quiz as well as a science module and quiz (approximately 1 hour and 25 minutes).
- New test administrators within the DLM system will be expected to complete four required modules and quizzes (approximately 3 hours). The training modules are now available. We encourage test administrators to complete their training as early as possible and to not wait until the test window to complete the modules.

**Assessment Administration/Manual/Trainings** — New video training sessions are available on the [DLM District Staff Training Resource Page](#). Select the desired training video (Technology Specification, Assessment Coordinator or Data Management) and complete the registration form at the end of the video. If this is done prior to the date of the Q&A session for the particular training you will receive a link for the live Q&A event.

## Reminder:

**Testlet Information Page (TIPS)** have now been relocated within KITE Educator Portal based upon educator feedback. In Spring 2018, the TIPS will be on the Test Management page where the tickets can be found, opposed to filtering down to a different page. Please note that test ticket and TIPS only appear once the test window opens and when the student has been properly enrolled/rostered.

**District Test Coordinator and Test Administrator Checklists** — DPI has created a simple step-by-step checklist of all DLM DTC responsibilities. In addition, a Test Administrator Checklist is also available for teachers administering the DLM assessment. These are both available on the [DPI website](#).

**KITE® Client** is the secure browser used by students taking DLM assessments. Please ensure that the most recent version of KITE Client is installed on devices. For new devices that have never had KITE Client installed, please see the instructions for downloading KITE 5.0 on the DLM website under the [KITE Suite](#) heading. For devices that have a previous version of KITE Client (version 3.0 was used during the 2016-17 school year), the KITE Client interface will be automatically updated to KITE Client 5.0 for the 2017-18 school year.

- Auto-update will be prompted when the device is powered on, connected to the internet, and KITE Client is launched.
- Auto-update went out August 31, 2017.
- After the update is downloaded, the user will be prompted to restart the KITE Client.

The auto-update takes about 10 minutes. Be sure to allow enough time for the auto-update.

## School Assessment Type — Alternate (SATA)

In an effort to more accurately identify students anticipated to take the DLM alternate assessment under the new ESSA participation cap, we are asking districts to utilize the Student Characteristic SATA in WISEdata. The department began including additional validations around this indicator on October 12, 2017. All students taking the alternate assessment (DLM) must qualify as a student with the most significant cognitive disabilities as outlined below.

In Wisconsin, a student with the most significant cognitive disability:

- typically is characterized as functioning at least two and a half to three standard deviations below the mean in both adaptive behavior and cognitive functioning; **and**
- performs substantially below grade level expectations on the academic content standards for the grade in which they are enrolled, even with the use of adaptations and accommodations; **and**
- requires extensive, direct individualized instruction and substantial supports to achieve measurable gains, across all content areas and settings.

Only a student who meets these criteria and participates in the alternate academic achievement standards may take the alternate assessment.

## ACT HIGH SCHOOL ASSESSMENTS

### Complete and Return Confidentiality Agreements

- District/School staff who have access to the test or reports (providing accommodations, setting up tests etc.) must sign confidentiality forms and submit the form to their DAC /SAC. This applies to CESA staff who have access to any testing materials or data.
- Only the completed DAC confidentiality forms should be sent to DPI OSA. All other forms shall be retained at the district/school level.
- Agreements can be found at this link: <https://dpi.wi.gov/assessment/act/security>

## ACT with Writing and WorkKeys

### Deadline to edit ACT accommodations/EL supports requests for reconsideration - January 26

- Log into TAA to check the status of your requests and review decisions. You can sort the student list by status to see which requests are in review, approved, partially approved, require action, or are not approved.
- In TAA you will see the reason the request was not approved or partially approved with instructions for the additional documentation that is needed.
- Requests that are not approved or partially approved can be edited for reconsideration through January 26. This is a firm deadline.
- The [Late Consideration Form](#) may be used for students who, after January 12, enroll in your school, have newly identified disabilities, or sudden onset of medical conditions.
- If you are unsure about what documentation to submit for reconsideration, contact the ACT Accommodations team at 800-553-6244 x1788 or [actaccoms@act.org](mailto:actaccoms@act.org).
- If students with disabilities or English learners are denied accommodations requests for statewide ACT testing, please notify the DPI Office of Student Assessment.

### What do I do if a new grade 11 student enrolls in my school?

- Manually add the student to PearsonAccessnext.
- When adding newly enrolled students to PAnext, the information has to be added in two places: once for ACT and once for WorkKeys.
- To add students to PAnext, use the Enroll instructions on page 11 of the [PearsonAccessNext User Guide for the ACT Test](#) and page 11 of the [PearsonAccessNext User Guide for WorkKeys](#).
- Students added to PAnext after January 17 will not receive a barcode; information will need to be bubbled on the answer document. (See instructions in the “If You Do Not Have Barcode Labels” sections of the test administration manuals.)
- You can use overage materials for these students if you have enough, or you can place an additional order for test materials until February 21.

## Reminders:

### Tips for editing English learner supports requests for reconsideration in TAA - deadline Jan. 26

- Requests that are not approved can be edited for reconsideration through January 26. This is a firm deadline.
- Submit the WIDA-provided student score report, if you can, rather than a print out of a computer screen, as these are consistent across several states and easier for ACT to interpret. If a school is submitting a print out from the local student information system, please include information on any acronyms that may not be universally understood.
- If the school does not have the student score report for submission to TAA, write and submit a letter indicating that the student participates in the school's EL program. The letter needs to be on school letterhead with a date, the student's name, and a signature.
- If an English learner's accommodations request is denied due to an ACCESS score being too old, the denial is likely an error. Please contact OSA about these denials.

## Aspire Early High School Reminders:

### Register for Upcoming Training Webinar and Q&A Sessions

- February 6, 10 a.m. - [Aspire Technology Readiness](#)
- February 8, 10 a.m. - [Aspire Test Administration](#)
- Register at the links above. Registration closes 48 hours before the webinar begins.
- Webinars are recorded and posted here: <https://dpi.wi.gov/assessment/act/trainings>

### Welcome Email from Aspire

- On Monday, January 8, ACT Aspire sent a "Welcome to Spring 2018 Testing" email to test coordinators.
- The email contained a link to the [Welcome to the Wisconsin 2018 State Testing Year](#) document.
- Test coordinators and technical coordinators should review this document as well as the [Schedule of Events](#) and [Checklist for Success](#) that are linked in the Welcome document and are posted on the [DPI ACT Calendar page](#).

### DAC Action Item in Aspire Portal

- DACs should remove permissions from any individuals in the Aspire portal who are no longer employed by the district and adjust user roles to sync with recent staffing changes.

### Technology Coordinator Action Items

- Review the [Welcome to the Wisconsin 2018 State Testing Year](#) document, [Schedule of Events](#) and [Checklist for Success](#).
- Uninstall and reinstall both TestNav and ProctorCache in preparation for Aspire testing.
- See the [Technology Set-Up](#) and [TestNav System Requirements](#) pages for more information.

### Student Information Data Upload

- DPI will upload student information from WISEdata into the Aspire portal on February 6.
- Please have grade 9 and 10 student data in your local Student Information System up-to-date on **February 5** to ensure accurate and up-to-date student information is loaded.

## Reading Readiness

### Reading Readiness Results

- DPI will load 2017-18 PALS, MAP and STAR reading readiness results to WISEdash for Districts. Districts who had student data loaded for these screeners in 2016-17 will continue to have their data loaded in 2017-18. Districts that did not previously sign a data release will need to do so in order to have their data uploaded into WISEdash. Information on data sharing agreements can be found at:
  - PALS - <https://dpi.wi.gov/assessment/reading-readiness/FAQ#data>
  - MAP - <https://dpi.wi.gov/wisedash/districts/about-data/map>
  - Star - <https://dpi.wi.gov/wisedash/districts/about-data/star>

## ACCESS for ELLs

### New

- **Test Window closes next Friday, February 2nd**
  - Please begin returning boxes of completed test materials.
  - **All materials must be at DRC or in transit by February 9.**
    - See Materials > Return Materials Receipt Report in the WIDA AMS for a list of what DRC expects back from each school. Page is updated as DRC receives materials.

### Reminders

- **Student Transfer Process**
  - Please do not make a new record in the WIDA AMS
    - Fill out this form <https://goo.gl/forms/dcoNvXzbOyze6lYm1>
  - DPI will verify enrollment, and transfer the student record and any partially completed tests from the sending district to your district. Fully completed tests will not be transferred, for accountability reasons. The student will count as having tested in the former district.
  - An email will be sent to the address you specify when the transfer has been completed.
- **ACCESS Materials - Additional Materials Orders close February 2nd**
- **Writing Field Test**
  - Optional additional test session with new Writing test items
  - Complete any time between now and March 2
    - March 2, 2018 shows up as end of Test Window on some screens due to this
  - If interested, you may schedule and administer the test session as is convenient
- Calendar for year posted [here](#).

## NAEP and International Assessments (selected schools only)

NAEP Schools:

- **Reminders:** NAEP School Coordinators should be working through the MyNAEP *Prepare for Assessment* tasks; DACs should be able to review progress on MyNAEP:
  - The *Update Student List* task should be completed as soon as possible, and before the school's scheduled Pre-Assessment Call with NAEP field staff representatives.
  - Parent/Guardian notification letters should be sent out to all students selected for NAEP, before the school's test date.

#### TIMSS/ICILS Schools:

- **Reminder:** Schools participating in the international assessments TIMSS and ICILS should be registered for MyTIMSS or MyICILS; emails with registration information were sent December 14, 2017.

## DAC DIGEST DIGESTIBLES

Important Dates to Remember		
January	2-5: Aspire portal rollover	Aspire
	5: Recommended deadline to complete enrollment/user/roster uploads for participation in spring testing.	DLM
	8: Date for districts to have grade 11 student information up-to-date in Student Information System to ensure ACT/WK roster is up-to-date.	ACT/WorkKeys
	9: DPI pulls student rosters from WISEdata and loads into PearsonAccessNext.	ACT/WorkKeys
	10-17: Schools review student data in PearsonAccessNext. and enroll students as needed.	ACT/WorkKeys
	12: Deadline to submit accommodations requests in TAA system.	ACT
	15: DAC guide available.	Forward
	17: Central Office Services (COS), Testing Site Manager (TSM), and INSIGHT installers available.	Forward
	17: DTC Training/Q&A	Forward
	17: Deadline to order WorkKeys accommodated materials.	WorkKeys
	17: Deadline to verify and update student information in PearsonAccessNext	ACT/WorkKeys
	18: Test coordinators attend Q&A training session on Test Administration, part two. <a href="#">Registration link</a>	ACT/WorkKeys
	22-26: DAC Pre-Test Training (live roadshow).	Forward
	22: DPI pulls roster from WISEdata to Upload to eDIRECT.	Forward
	<b>26: Deadline to request reconsideration of denied accommodations requests</b>	<b>ACT</b>
February	29: NAEP testing window opens	NAEP
	<b>2: Test Window Closes</b>	<b>ACCESS</b>
	2-9: Schools receive ACT and WorkKeys materials depending on the ship date in PearsonAccessNext	ACT/WorkKeys
	5: Deadline to have grades 9 and 10 student data up-to-date in your local SIS	Aspire
	6: DPI uploads grade 9 and 10 student data from WISEdata into the Aspire portal	Aspire
	6: 10 a.m., Aspire Technology Readiness Training Webinar and Q&A <a href="#">registration link</a>	Aspire
	8: 10 a.m., Aspire Test Administration Training Webinar and Q&A <a href="#">registration link</a>	Aspire
	<b>9: All materials shipped back to DRC</b>	<b>ACCESS</b>
	16: Recommended deadline to complete required test administrator training	DLM

	16: Recommended deadline to submit security agreement for participation in testing	DLM
	16: Recommended deadline to complete First Contact and Personal Needs Profile (PNP) for participation in spring testing.	DLM
	21: Deadline to place Additional Orders for ACT and WorkKeys	ACT/WorkKeys
	23: Deadline to request Late Consideration ACT accommodations for eligible students	ACT
	26: Deadline to hold a training session for all testing staff	ACT/WorkKeys
	26: Deadline to conduct pre-test session for students to complete the non-test information on the answer document	ACT
	27: Initial ACT test date and two-week accommodations testing window opens	ACT
	28: Initial WorkKeys test date and two-week accommodations testing window opens	WorkKeys

Important Tasks to Remember		
<input type="checkbox"/>	Ensure all data in Student Information System (SIS) is up-to-date and pushed to WISEdata for January 22 roster pull.	Forward
<input type="checkbox"/>	Box and Ship Materials back to DRC	ACCESS
<input type="checkbox"/>	Make sure no unsent responses in TSM	ACCESS
<input type="checkbox"/>	Double-check demographics in WIDA AMS, Accommodations, etc.	ACCESS
<input type="checkbox"/>	Look for score report information in <a href="#">Educator Portal</a> . Mail home to parents as soon as possible. <i>Please share with teachers as appropriate.</i>	DLM
<input type="checkbox"/>	Update <a href="#">KITE Client</a> on testing devices.	DLM
<input type="checkbox"/>	Ensure relevant team members are aware of the information regarding reading readiness assessment at <a href="#">Reading Readiness Overview</a> and <a href="#">Reading Readiness FAQ</a> .	Reading Readiness
<input type="checkbox"/>	Log into TAA to check for accommodations request decisions and submit additional documentation for reconsideration of denied requests.	ACT
<input type="checkbox"/>	Contact OSA if students with disabilities or EL students are denied accommodations.	
<input type="checkbox"/>	Request accommodations using the Late Consideration Form for eligible students.	
<input type="checkbox"/>	Enroll students in PAnext ACT and PAnext WorkKeys if they were not included in DPI's student data upload on January 9. Place additional materials orders for these students as needed.	
<input type="checkbox"/>	Complete confidentiality agreements	
<input type="checkbox"/>	Place orders for WorkKeys accommodations materials.	WorkKeys
<input type="checkbox"/>	Update contacts for Test Coordinator and Technical Coordinator in the <a href="#">Aspire portal</a> .	Aspire
<input type="checkbox"/>	Remove users from the Aspire portal who are no longer employed by the district.	
<input type="checkbox"/>	Download and read the <a href="#">Welcome to the Wisconsin 2018 State Testing Year</a> document.	
<input type="checkbox"/>	Register for the Aspire training webinars and share the registration link to the technical readiness webinar with the technical coordinator.	
<input type="checkbox"/>	Uninstall and reinstall TestNav and ProctorCache to all testing devices.	
<input type="checkbox"/>	Review the testing resources on the <a href="#">DPI</a> and <a href="#">ACT Aspire WI</a> pages.	

Online Resource Highlights		
<i>As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.</i>		
Resource	Description	Assessment
<a href="#">Accessibility Guide</a>	The guide contains information for classroom teachers, English development educators, special education teachers, and related services personnel as they select and administer universal tools,	Forward

	designated supports, and accommodations for those students who need them for the Forward Exam.	
<a href="#">Managing Users in eDIRECT Guide</a>	Guide to help DACs/SACs manage users in eDIRECT portal.	
<a href="#">Technology Resources</a>	Forward Exam Technology Resources including the Technology User Guide, DTC Checklist, System Requirements, etc.	
<a href="#">Forward Calendar Webpage</a>	DPI webpage listing key dates for the Forward Exam	
<a href="#">DLM Data and Results</a>	DPI webpage with links to sample ISR cover letters and resources for understanding DLM Reports.	
<a href="#">District Test Coordinator Checklist</a>	A quick checklist for all of the required DLM responsibilities	DLM
<a href="#">Data Management Manual</a>	A guide to the required steps for loading and editing data in KITE Educator Portal	
<a href="#">PAnext User Guide for ACT</a>	Step by step instructions on placing additional orders, running a TAA PIN report, and enrolling new students	ACT
<a href="#">PAnext User Guide for WorkKeys</a>	Step by step instructions on placing additional orders and enrolling new students	WorkKeys
<a href="#">Aspire portal</a>	Link to the Aspire portal where DACs manage contacts	
<a href="#">Welcome to the Wisconsin 2018 State Testing Year</a>	Welcome document with resources for 2018 Aspire testing	Aspire
<a href="#">Technology Setup</a>	Installable app versions of TestNav, ProctorCache, and App Check can be found here	
<a href="#">TestNav System Requirements</a>	List of hardware requirements for TestNav 8	
<a href="#">ACCESS for ELLs Calendar</a>	Provides an overview of relevant 2017-18 dates.	ACCESS
<a href="#">WIDA AMS Info</a>	2 minute videos of common tasks, User Guide	
<a href="#">Report Card Resources</a>	Various resources to assist in understanding, explaining, and using the 2015-16 school and district report card data.	OEA